

**Finance, Audit and Compliance Committee  
Meeting Minutes  
Board of Game and Inland Fisheries  
4000 West Broad Street  
Richmond, Virginia 23230**

**December 4, 2008, 5:30pm**

**Present:** Mr. Tom Stroup, Committee Chairman, James W. Hazel, John W. Montgomery, Jr.; **Absent:** Robert W. “Bob” Duncan, Director; **Senior Staff:** Charlie Sledd, Lee Walker, Gary Martel, Ray Davis, Bob Ellis, Larry Hart

The Chairman welcomed everyone and called the meeting to order at 5:30pm. The Chairman asked everyone present to introduce themselves.

**Approval of Minutes:** The minutes of the September 16, 2008 meeting have been posted to the Web site and copies were distributed to the Committee members for review. **Mr. Stroup called for a motion for the minutes to be approved as submitted. Mr. Hazel seconded the motion. Ayes: Stroup and Hazel.**

**Financial Report:** Mr. Ray Davis presented the Financial Report for October. Compared to the end of October last year, income is down about \$2.8 million dollars, with the most notable decrease (about \$2 million dollars) being in the transfer of Watercraft Sales and Use Tax. The decrease is a reflection of the downturn in the economy and the drop in boat purchases. Mr. Davis noted that the Governor’s Budget is scheduled for presentation later in December.

Mr. Davis expressed his sincere appreciation to the Information and Education Section for their outstanding work in promoting the Apprentice Hunting License Program. Current sales numbers indicate that 4,180 licenses have been sold for a total amount of \$45,980.

Mr. Stroup thanked Mr. Davis for his report.

**Update on Capital Improvements:** Mr. Larry Hart presented an update on the Capital Improvement Projects. Mr. Hart stated the Coursey Springs Hatchery renovation was within the projected budget and the Laurel Bed Lake Repair Project was also within the projected budget. Due to seasonal changes and budget restraints some of the approved projects may be delayed or carried over to Fiscal Year 2010.

Mr. Stroup thanked Mr. Hart for his report.

**Small Purchase Charge Card Report:** Mr. Davis presented the Small Purchase Charge Card reports for the months of July and August. For the month of July, there were 152 cards with no charges and for the month of August, there were 103 cards with no charges.

The Administrative Services Division continues to work with Division Directors and Staff to increase training on the use of the Small Purchase Charge Card.

Mr. Stroup thanked Mr. Davis for his report.

**Media Services Report for July-September 2008:** Mr. Lee Walker presented the Media Services Report for July-September 2008. The Hunting with Hounds Study received a lot of media attention for this period. Some of the other highlights during this period were the deployment of the Law Enforcement Staff to Louisiana during Hurricane Gustav and the Lapsed Angler postcard.

A big event for the Information and Education Section was the Apprentice Hunting License marketing campaign held during the Homecoming Game on October 4<sup>th</sup> at Virginia Tech. This event included advertisements in the Tech football program, website and brochure. Other events included; the Virginia Outdoor Sportsman's Show Seminar on New Opportunities for Sportsmen with Disabilities; Virginia Outdoor Sportsman's Classic; the Eastern Regional Big Game Contest; and the Western Regional and State Big Game Contest.

The *Outdoor Report* subscriptions have increased to 16,500 readers as of the September 24<sup>th</sup> edition. Feedback from this report continues to be very positive.

The Video Services personnel continue to provide support to the agency and their projects for the quarter included: the New Conservation Officer Video; Streaming video on the Apprentice Hunter Program; CPO deployment for Hurricane Ike and the Virginia Tourism for Wildlife Web promotion.

The Publications and Digital Photography Services staff continues to stay busy and one of the highlights for this quarter is the distribution and sale of the 2009 Virginia Wildlife Calendar. In an effort to increase sales, the starting date for the calendar was changed. Instead of beginning with September, the Calendar now begins in January. This is the second year of the date change. Sales from the 2008 calendar exceeded the \$130,000 production and distribution cost. The calendar is an ongoing project that requires research, design, printing and distribution. Each year over 45,000 are sold and distributed nationwide. Complimentary copies are distributed to schools and special partner organizations.

Other publications include the 2008-2009 Hunting, Fishing, Dove and Waterfowl Regulations; the *Virginia Wildlife* magazine; and the Boating Safety Education Requirement Marketing Plan.

Mr. Hazel commended Ms. Sally Mills and Capt. Mawyer for the article in the current issue of the *Virginia Wildlife* Magazine regarding the young man who was a cancer patient.

The Chairman thanked Mr. Walker for his report.

**Update on the Management Study:** Ms. Kathy Graham introduced the members of the Management Study Team - they are Mr. Rodney Willett, project manager; Mr. Mark Vita, Strategy Lead; Mr. Peter Benda, Financial Lead, Mr. Derrick Strand, Process Improvement Lead and Ms. Alison Miller the Human Resources and Organizational Structure Lead. Interviews are currently being conducted with the Senior Management Staff.

A discussion was held by the Management Team and the Committee members regarding the components of the Management Study. The Group will provide an update at the next Committee Meeting.

Mr. Stroup thanked everyone for their efforts in moving this project forward.

**Approval of 2009 Committee Meeting Schedule:** The Finance Committee approved the following meeting dates for 2009:

February 17, 2009  
May 11, 2009  
September 15, 2009  
November 17, 2009

All meetings are scheduled to begin at 5:30pm and will be held in the Board Room located in the 4000 Building and are subject to change as needed.

Mr. Stroup called for comments from the Public. Hearing none, Mr. Stroup announced the next committee meeting would be held on February 17<sup>th</sup>, 2009 at 5:30 pm. The meeting was adjourned at 6:30 pm.

Respectfully submitted,

Beth B. Drewery  
Board Secretary